



CROWN Memorandum

Memo Number: 02-0009-GN

TO: ESRD Executive Directors, ESRD Data Managers
FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management
Information Systems Group, OCSQ
DATE: September 6, 2002
SUBJECT: CROWN/SIMS Training Plan Review Procedure

During the Fall 2002 we are expecting ESRD Networks to begin training ESRD providers to use VISION. In preparation, Networks are expected to complete the CROWN/VISION Training Plan template that has been distributed by SIMS. The following procedures will help facilitate the approval process:

1. Networks are to receive the CROWN/VISION Training Plan Template from Network 6 SIMS contractors.
2. After completion, the Training Plans should be returned to the SIMS Contractors. The contractors will log and evaluate Plans to ensure that general formats have been followed.
3. After review, the SIMS Contractor will simultaneously send copies of Training Plans to the CMS Central Office and Regional Office (RO) Project Officers with recommendations.
4. CMS and RO Project Officers will collaborate by conference call to ensure equitability among the Networks and notify the Networks of approval. Additionally, notice will be sent to SIMS contractors to schedule for the appropriate requested intervention.
5. Disapproved Training Plans will be returned to Networks with recommendations for resubmission. The RO Project Officer will document recommendations and reasons for disapproval and send notice to the SIMS contractor and the Networks.
6. All Training Plans shall be returned to the Networks within 15 working days of receipt by CMS. Email is an acceptable way to transmit approval or disapproval notices.

If you have questions or your Network has not received the CROWN/VISION Training Plan template, you may contact Crystal Henderson at Chenderson@NW6.ESRD.NET.